



Probationary Employee Training Program

References and Resources

Resource List For Probationary Assignments

Information from the following list of policies and procedures will be used in your probationary packet. All of these are located on the MCFRS Quicklinks page.

Fire Chief's General Orders (FCGO)

2013

- 13-01 - ePCR Reporting Requirements
- 13-13 - Basement section of Safe Structural Fire Fighting Policy (24-07AMII)
- 13-14 - EMS transport Destination for Victims of Sexual Assault
- 13-15 - EMS transport guidelines for pregnant patients to Suburban Hosp.
- 13-16 - MIEMSS Short Form
- 13-17 - Excited Delirium

2012

- 12-01 - Winter Driving & Snow Chains
- 12-05 - MC Time Roles and Responsibilities
- 12-06 - Radio Failure Procedure
- 12-10 - Reporting Lost or Stolen Uniform/PPE
- 12-12 - MDC, ePCR, Portable Radio Security

2011

- 11-03 - RIC Amendment to the SSFF SOP
- 11-04 - All-Hazards MAYDAY Procedure
- 11-05 - Portable Radio Use While Fire Fighting
- 11-15 - Paramedic Engine Companies

2010

10-03 - CAFS Use

2009

09-02 - Traffic Safety Vest
09-07 - EMS Response Plan Changes
09-11 - 3rd Rail Voltage Testers
09-14 - MCFRS Burn Injury Treatment & Transport
09-21 - Fleet Defect & Mileage Reporting

2008

08-09 - MCSU/MAB
08-12 - Mileage Reimbursement
08-19 - Tactical TG Communications

2007

07-06 - Promotional Procedure
07-10 - Staffing the 1+1 ALS transport units
07-18 - IPPA
07-27 - Automatic Aid

2006

06-07 - Mutual Aid and Automatic Aid Responses

2005

05-01 - Bill 36-03 and Organizational Chart
05-03 - Suspenders
05-05 - RMS Phase I
05-09 - Overtime Compensation
0511R - Scott AP50 SCBA
05-17 - RMS Phase II

DFRS Policy and Procedures

101 - Chain of Command
240 - Station Management
502 - Code of Conduct
503 - Disciplinary Action Procedure
508 - Leave Procedures
508.2 - Sick Leave
512 - Promotion Procedures
514 - AWOL Procedures

- 515 - Transfer Policy
- 516 - Uniforms
- 519 - Work Substitution
- 520 - Work Schedules
- 529 - Internal Affairs
- 601 - Property Accountability
- 605 - Vehicle Accident Investigation and Reporting
- 804 - Protective Clothing
- 807 - Communicable Disease and Exposure Reporting
- 808 - Safe Emergency Vehicle Operation
- 809 - Substance Abuse Testing and Rehab
- 1201 - Training Course Details

MCFRS /FRC Policy and Procedures:

- 01-05 - Standardized Logbook Policy ****Note: there are 2 policies #01-05**
- 01-09 - Apparatus Maintenance Policy
- 06-03 - Code of Ethics
- 06-09 - Apparel Policy
- 20-02 - Incident Command System
- 21-02D - DOA Response Policy
- 21-05 - Controlled Medication & Security Procedures
- 22-00AM- Code of Ethics/On-Duty Personal Conduct
- 22-03AM - Communications Manual
- 24-03 - First Response/Trench Collapse Incident
- 24-04 - Vehicle Accident Response
- 24-06AMII - METRO Incident SOP's
- 24-07AMII - SOP for Safe Structural Firefighting Operations
- 25-07 - Natural Gas Incident Response
- 25-08 - Emergency Response for CO Detector Activations
- 25-08AM - Apparatus Staffing Policy
- 26-03 - Safety While On Apparatus
- 26-02 - Personal hair safety/grooming standards
- 26-06AMII - Respiratory Protection Policy
- 26-07AM - Traffic Safety Vest Policy
- 28-02 - Emergency Incident Personnel Rehabilitation

The following links will assist you with obtaining information:

MCFRS Quicklinks

<http://www.montgomerycountymd.gov/Content/FireRescue/Quicklinks/>

EMS Quicklinks <http://www6.montgomerycountymd.gov/mcgtmpl.asp?url=/content/frs-ql/ems/ql/index.asp>

MIEMSS <http://www.miemss.org/home/>

STP 2013 1st QTR from Quicklinks <http://www6.montgomerycountymd.gov/content/frs-ql/operations/stp/CY13-Qtr1-Electrical-SafetySTP.pdf>

Chapter 4 (lock-out tag-out)

Information for your packet may also be contained in the following:

Operation Manual for Station Telephone System
MCFRS 800 MHz Radio Fleet Map
Essentials of Firefighting Textbook IFSTA 5th edition
EMT Textbook AAOS 9th Edition
Maryland Medical Protocols
Ambulance Inventory
Engine Inventory
Apparatus Checkout Forms / Apparatus Defect Reporting
SCBA Checkout Form/Disinfection Log/Repair Request Form
Station Paperwork: Property Request / PPE Repair Tag /
MCFRS Practical Skills Guidebook RC38 CD
Operating Guide for CO Meter and Combustible Gas Indicator
Description of County Apparatus/District Apparatus Reports
Map Books/Running Routes
ADC Map
Montgomery County ADC Redbook

The following are a guideline to help you with apparatus defect reporting and small tool repair:

Apparatus Defect reporting AND monthly mileage reporting:

Go to quicklinks under Fleet Management Reporting System, type in your County ID and password. If you have not created an account you must do it here. Choose your station and which apparatus you are reporting from the list.

*Drivers: Please report all monthly mileage on this site if your shift falls on the first of the month.

Small tool repairs:

Go to quicklinks under Fleet Management Reporting System, type in your County ID and password. If you have not created an account you must do it here. Choose Dover Road and “your station number”-THEA from the list. (i.e. if you work at Station 2, it is 02-THEA)

NOTE: you can also view a list of defects or missing/broken equipment that has already been reported.